

**OFFICE ASSISTANT (TYPING)**  
**Vacancy**

**Regional Water Quality Control Board**  
**895 Aerovista Place, Suite 101**  
**San Luis Obispo, California 93401-5427**

**Office Assistant (Typing) RPA #05-130-14**

The Central Coast Regional Water Quality Control Board is recruiting for an Office Assistant (Typing). The Board is a state agency with responsibility for protecting and restoring the quality of surface and underground waters in the central coast area.

Under the general supervision of the Administrative Officer the incumbent is expected to be courteous and provide timely responses to internal/external customers, follow through on commitments, and to solicit and consider internal/external customer input when completing work assignments.

**Desirable Qualifications:**

Must exercise good judgment and tact when dealing with the public, co-workers, and other persons contacted in conduct of state business. To accomplish responsibilities of this position, incumbent must possess ability to communicate effectively, follow directions, utilize good work habits, and have knowledge of English grammar and punctuation. Incumbent should be motivated to learn, be highly organized and be a team player.

**Required Qualifications:**

Specific responsibilities include: Receptionist for the office, including answering multi-line telephone, taking messages, forwarding calls to appropriate staff, and answering inquiries. Provide courteous assistance to public inquiries by telephone and walk-in requests. Represents the Regional Board in professional manner at all times. Maintain organized reception area. Process and distribute incoming mail to appropriate staff, responsible for processing incoming faxes and metering outgoing mail. May assist with report and correspondence preparation for technical staff.

**Who May Apply:**

Applicants must be on current State Office Assistant (Typing) list or be able to transfer laterally into this position. The position is permanent, full-time. Final filing date: Open until filled Please submit a resume and standard application to the above address, ATTN: Cyndee Jones, Staff Services Manager, Questions should be directed to Cyndee Jones at (805) 549-3372 or CALNET 629-3372.